

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

Office of Logistics Quarterly Planning Conference

EXTENSION

NO.

OL 4145-83

Chief, Plans and Programs Staff, OL

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
D/L2.
Chief, BPS/OL3.
Chief, P&TS/OL4.
Chief, PMS/OL5.
Chief, SS/OL6.
Chief, LSD/OL7.
Chief, P&PD/OL8.
Chief, PD/OL9.
Chief, RECD/OL10.
Chief, SD/OL

11.

12.

13.

14.

15.

John -
Official file
copy - Sent
out 1130 mail
24 June.

SECRET

24 JUN 1983

MEMORANDUM FOR: Chief, Building Planning Staff, OL
Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Logistics Services Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL

FROM:

[REDACTED]
Chief, Plans and Programs Staff, OL

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SUBJECT: Office of Logistics Quarterly Planning
Conference

REFERENCES: (a) Multiple addressee memo from C/P&PS/OL,
dtd 7 Oct 82, Subj: Fourth Quarter
Objective Review and Planning Program for
FY 1983 (OL 2 4638)
(b) Multiple addressee memo from C/P&PS/OL,
dtd 22 Oct 82 (OL 2 4858)
(c) Multiple addressee memo from C/P&PS/OL,
dtd 11 Jan 83 (OL 4007-83)

1. OL's third FY 83 Quarterly Planning Conference with the DDA has been scheduled for 22 July 1983, 1030 hours, room [REDACTED] Building. Updates of "Directorate Level Objectives" will be presented at the conference. Your presentations should not exceed five minutes and should cover the accomplishment of activities scheduled for the third quarter, problems and short-falls, plans for the next quarter, and the long-term outlook for accomplishing the objective on schedule. An updated milestone chart should be used as a visual aid, along with any other information you feel appropriate. Please provide an updated milestone chart to P&PS by 11 July 1983. A dry run to the Director of Logistics has been scheduled for 19 July 1983, 1030 hours, room [REDACTED]. An agenda for the conference is at Attachment C.

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2. As described in Reference A, updates of "Office and Division Level Objectives" will be presented to the Director of Logistics at the bi-weeklies, scheduled as follows:

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OL 4145-83

UNCLASSIFIED when removed
from attachments.

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SUBJECT: Office of Logistics Quarterly Planning Conference

P&PD	5 July 1983	0930 hours
PD	6 July 1983	0900 hours
PMS	6 July 1983	1000 hours
RECD	11 July 1983	0900 hours
LSD	12 July 1983	0930 hours
P&PS	13 July 1983	0900 hours
SD	18 July 1983	0900 hours

Each OL component is responsible for presenting objective updates to the D/L. Milestone charts should be used to make presentations, and a copy should be provided to P&PS who will attend the MBO bi-weeklies.

3. We have attached listings of FY 83 Directorate Level Objectives (Attachment A) and FY 83 Office and Division Level Objectives (Attachment B) for easy reference. You should refer to the Five-Year Plan for a list of all objectives through FY 87 and to the references for additional information on objective reporting procedures.

4. Questions concerning the Quarterly Planning Conference should be directed to on extension

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Attachments

cc: D/L

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FY 83 DIRECTORATE LEVEL OBJECTIVES

(Reportable to the Deputy Director for Administration)

- BPS / - Consolidate Agency Metropolitan Washington Area Activities in the Headquarters Compound.
- P&TS - Conduct a Comprehensive Review of Personnel Management Functions.
- Improve Methods for Recruitment, Personnel Evaluation, and Communications in OL.
- P&PS / - Develop and Implement a Logistics Integrated Management System (LIMS).
- PMS - Develop Policy and Resolve Key Issues Affecting Acquisition.
- Establish Procedures to Execute Payment in Accordance with PL 97-177, Prompt Pay Act.*
- LSD - Develop and Implement an Effective Vehicle Dispatch Plan (~~new objective~~).
- Improve the Physical Environment and the Quality of Food and Service in the Executive Dining Room.
- Continue to Work Closely with GSA to Improve Service to the Agency.*
Automation of Vehicle Dispatching
- P&PD - Implement the Digital Prepress System.
- Conduct a Pilot Quality Circle Program.
- PD ✓ - Improve Responsiveness to Politically Sensitive Requirements for Goods and Services.
- RECD ✓ - Provide Support to SAFE, Phase II.*

- Continue to Work Closely with GSA to Improve Service to the Agency.*

* Joint Objective.

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FY 83 DIRECTORATE LEVEL OBJECTIVES

- SD - Design Methods for Improving Responsiveness to
 Furniture Requirements.
- ✓ - Establish Procedures to Execute Payments in Accordance
 with PL 97-177, Prompt Pay Act.*

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FY 83 OFFICE AND DIVISION LEVEL OBJECTIVES*

(Reportable to the Director of Logistics)

- P&PS - Work with Management to Key Support Growth to Growth in Requirements.
- Continue Agreement with NSA to Provide Support
- PMS - Automate General Provisions Format to Facilitate the Update of Contract Clauses.
- LSD - Establish an Automated System for Maintaining Stock Levels and Cost Data Covering Administrative Supplies in Agency Supply Rooms.
- Research the Feasibility of Installing Automated Gas Pumps at the Motor-Pool Garage.
- ~~Take over Management of 01 Stock Items from Supply Division.~~
- P&PD - Develop a Formal Training and Development Program for Photography Branch.
- Conduct a Waste-Measurement Program.
- Develop Work Standards and Measure Productivity via the MIS.
- Develop a Requirements Package for Low-Volume Copiers and Issue a Contract for Copier Rentals.
- Develop Requirements for Support to the
- Provide ETECS Support for Users of WANG Word Processors.
- Evaluate the Feasibility of Expanding Video Support to the Intelligence Community.
- Conduct a Bindery Automation Study.

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* Although Directorate Level Objectives are tracked at the office and division level, they are not included in this list since the Director of Logistics is briefed on those objectives during dry runs for the Quarterly Planning Conferences.

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FY 83 OFFICE AND DIVISION LEVEL OBJECTIVES (continued)

P&PD (continued)

- ✓ - Develop an Automated Maintenance Program System for Division Application.
- ✓ - Implement the P&PD/ODP Autofiche System.
- ✓ - Prepare Up-To-Date Floor Plans on P&PD Facilities.
- ✓ - Evaluate and Make Recommendations on P&PD Support to the Agency Videodisc Production Requirements.

PD ✓ - Establish Effective Acquisition Procedures.

RECD - Construct Transformer Vault, Headquarters.

- ✓ - Install Two Electrical Feeders, Headquarters.
- ✓ - Construct Northside Utility Lines.



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- ✓ - Install Central Vacuum Pump, Printing & Photography Building.



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- ✓ - Construct Chilled Water Risers, Headquarters.
- ✓ - Investigate Establishment of Periodic Engineering Inspection of Worldwide Agency Facilities.
- ✓ - Provide Support to O.C. Data Distribution and Word Processors (Speedwire).

SD ✓ - Develop a Purification Program to Improve the Viability of the ICS Data Base Prior to Implementation of LIMS.

- ✓ - Conduct a Feasibility Study and Make Recommendations for Efficient Repair and Return of Equipment.
- ✓ - Establish a VM Program to Monitor Usage of Packaging Supplies and Materiel on a Yearly Basis Including a Reorder Cycle.



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S E C R E T

A G E N D A

OFFICE OF LOGISTICS QUARTERLY PLANNING CONFERENCE
22 July 1983 - 1030 Hours



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Presenter


Daniel C. King, D/L

Opening Remarks

Objectives

Develop Policy and Resolve Key
Issues Affecting Acquisition

Conduct a Pilot Quality Circle
Program

Provide Management Information
on the Upgrade 

Automation of Vehicle Dispatching



Improve the Physical Environment
and Quality of Food and Service
in the EDR

Closing Remarks



C/PMS

P&PD

D

SD

RECD

C/LSD

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Daniel C. King

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